

**PHILIP MORRIS MANAGEMENT CORP.****INTER-OFFICE MEMO**

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

**TO:** Records Coordinators  
and Employees:  
Philip Morris Companies Inc.  
Philip Morris Incorporated  
Philip Morris Management Corp.

**DATE:** October 22, 1996

**FROM:** William F. Lynch III 

**RE: Records Disposal Suspension Notice**

As Records Coordinators and employees, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

Requests for certain records, some of which are already subject to disposal suspension under the applicable Philip Morris Records Management Manual, were recently served upon Philip Morris Companies Inc. and Philip Morris Incorporated. This notice will serve to place the records described in Attachment A to this memorandum under disposal suspension, to the extent they are not already under suspension.

Certain of the definitions included in these requests may be construed as different from the definitions set forth in your respective companies' *Records Retention Manuals*. For example, for purposes of this disposal suspension notice, "records" is used in the broadest sense of the term. It means each and every writing of whatever nature, whether an original, a draft (including any and all drafts), or a copy, however produced or reproduced. It also means each and every tangible thing from which information can be processed or transcribed, such as tape or other electronic data communications. Please review the definitions of "document" and "record" (which are set forth in Attachment A) carefully so that you do not inadvertently dispose of any requested materials.

Materials should be kept in the manner in which they are normally maintained. For example, documents that currently are in file folders should be retained in their original folders. Electronic records that are the subjects of previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994 must be preserved in original electronic form. In accordance with the procedures outlined in each Records Management Manual's Appendix entitled *Topics Subject to Disposal Suspension*, all other electronic mail and electronic records, if any, should be retained by printing and retaining a paper copy only. Please note, however, that electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

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Records already subject to disposal suspension are listed in the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual and in Notices of Disposal Suspension. That Appendix and those prior disposal suspension notices remain in effect without change.

If there is any question about whether a record is subject to disposal suspension or regarding the appropriate means or media for retention, the record should be retained in its original media pending review by the Legal Department.

Please retain a copy of this disposal suspension notice for your files. If anyone receiving this disposal suspension notice has any questions, please contact me (New York x4019) or William Brandt (New York x3572) in the Legal Department.

Finally, if any recipient of this notice has records that are within the scope of Attachment A -- or if you formerly had such records but they are no longer in your or your respective companies' possession -- please telephone me immediately, unless you previously have contacted Jim Schardt of the Philip Morris USA Legal Department regarding those records.

WFL/sas  
Attachment

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